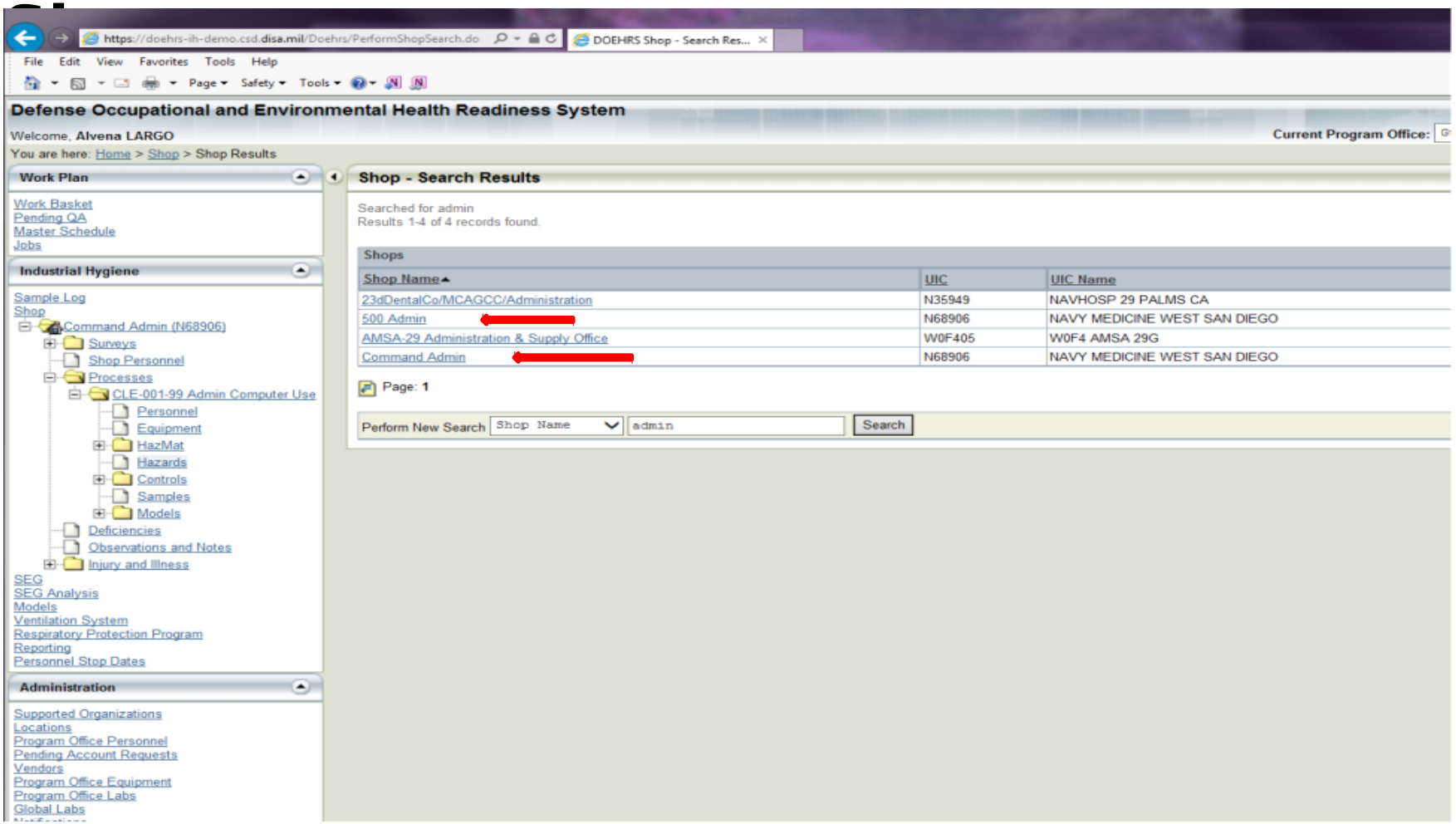
Create Ergonomic SEG and Assessment

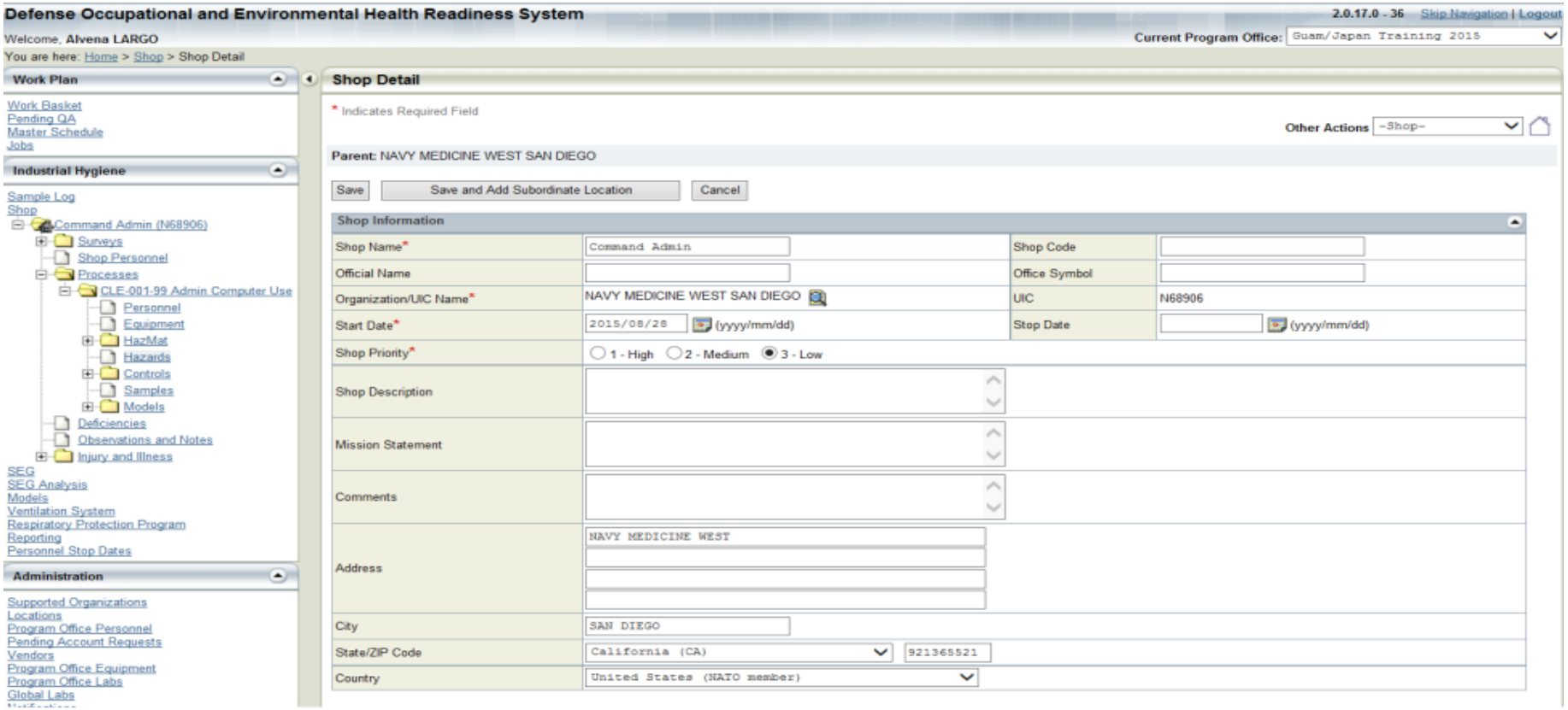
Objectives:

- Create shop
- Create process
- Created SEG and add a process
- Complete Ergo evaluation in Master Schedule
- Complete Ergo assessment in SEG.
- Create 2 Ergo evaluations

Create 2 Admin

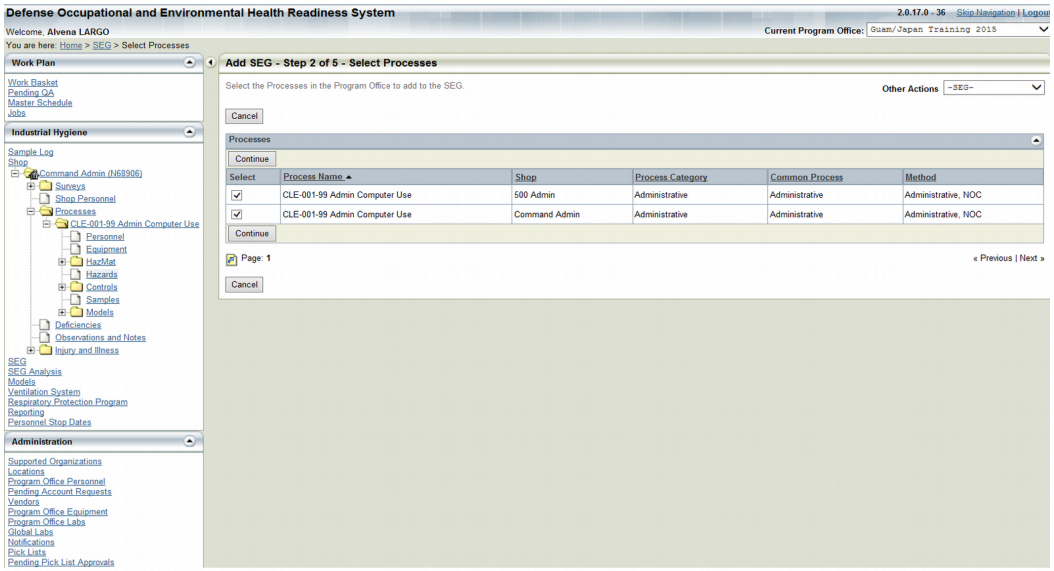


Complete 2 shops with an admin process and ergonomic

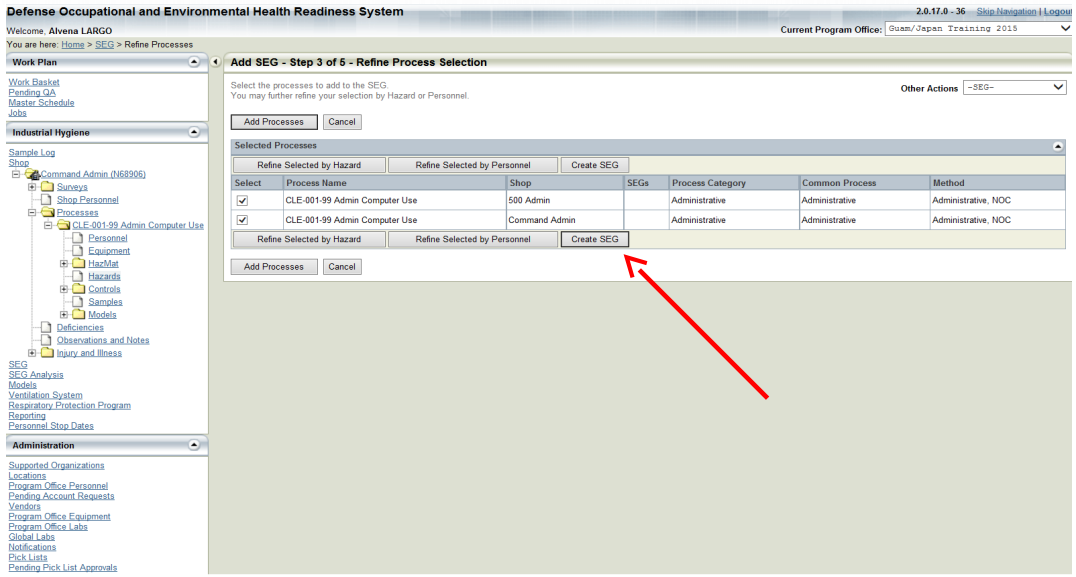


Create Add SEG

- Click SEG hyperlink on left Navigation Tile.
- Click Add SEG.
- Search by admin process name (CLE-001-99)
- Select processes, click continue

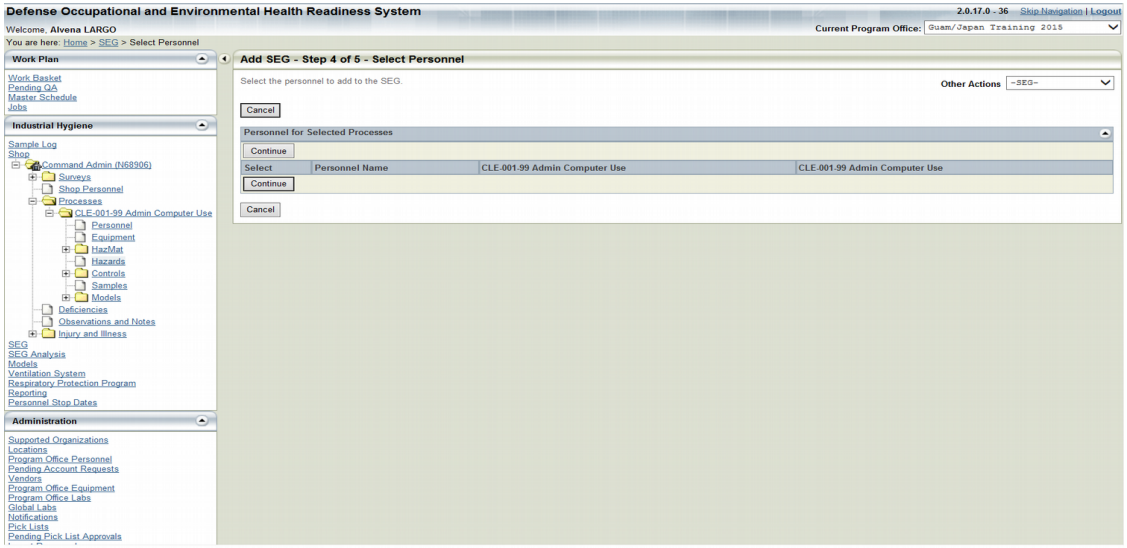


- Verify processes, “create SEG” – add processes as needed.

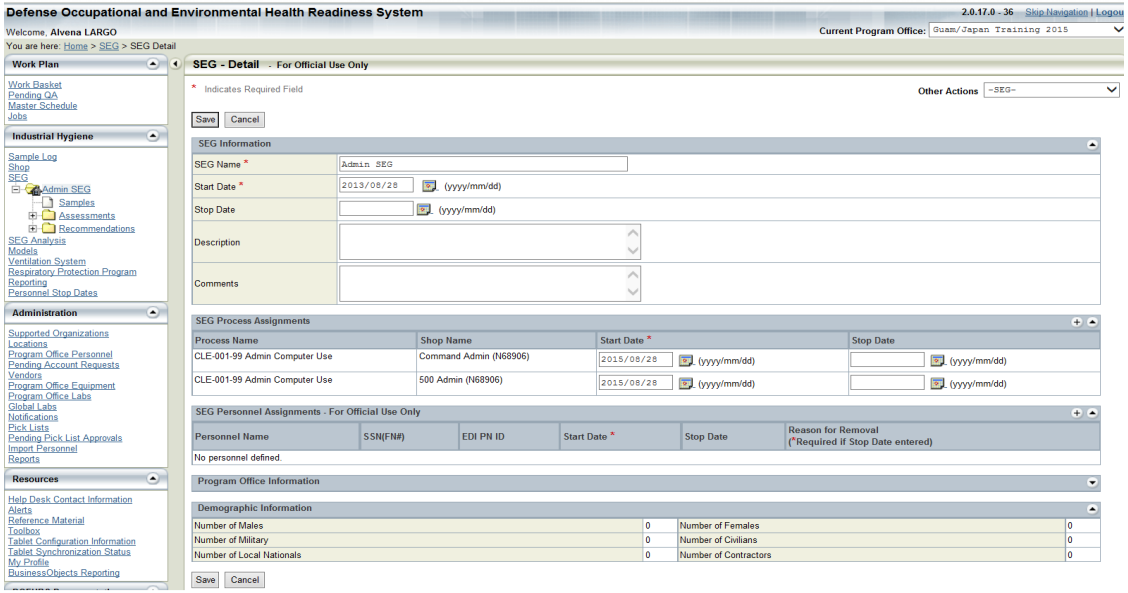


Create a SEG

- Select personnel.
- Click continue.

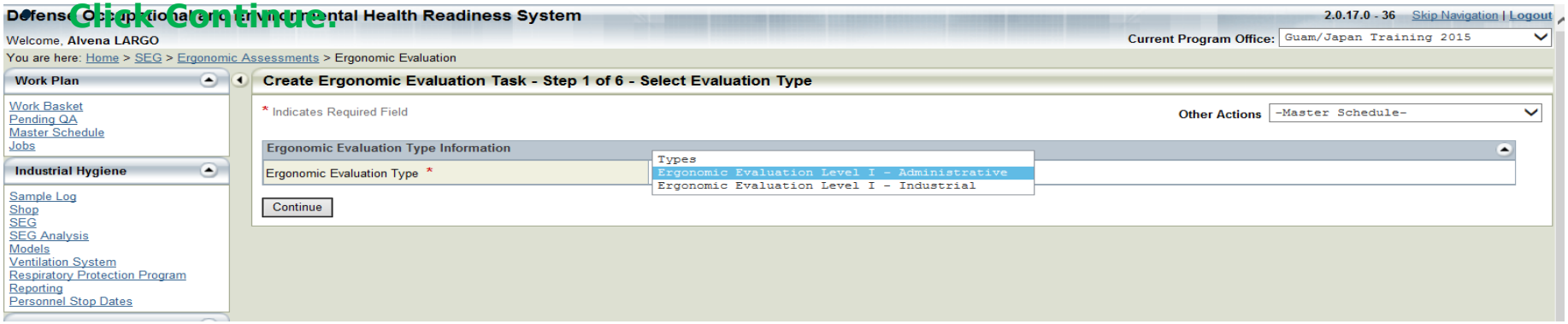


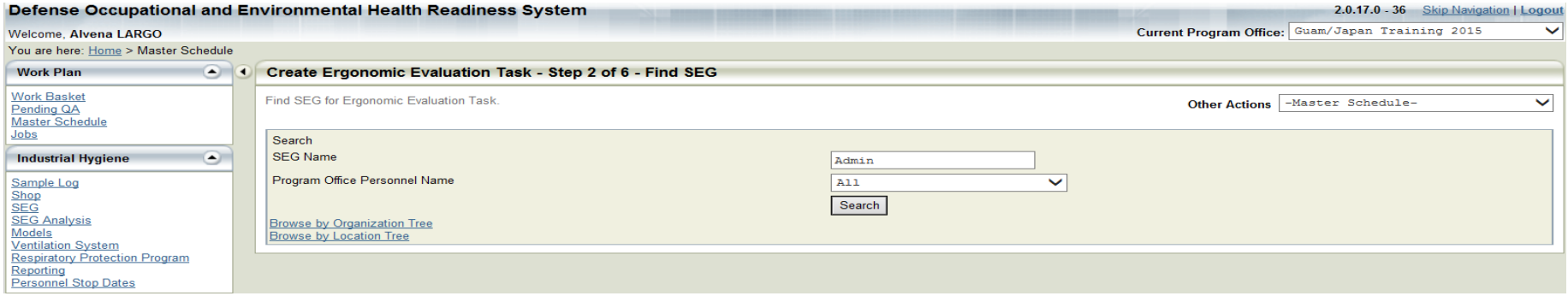
- Name SEG
- Enter start date
- Verify SEG Process and Personnel Assignment
- Click Save.



Add Ergonomic Evaluation through Master Schedule

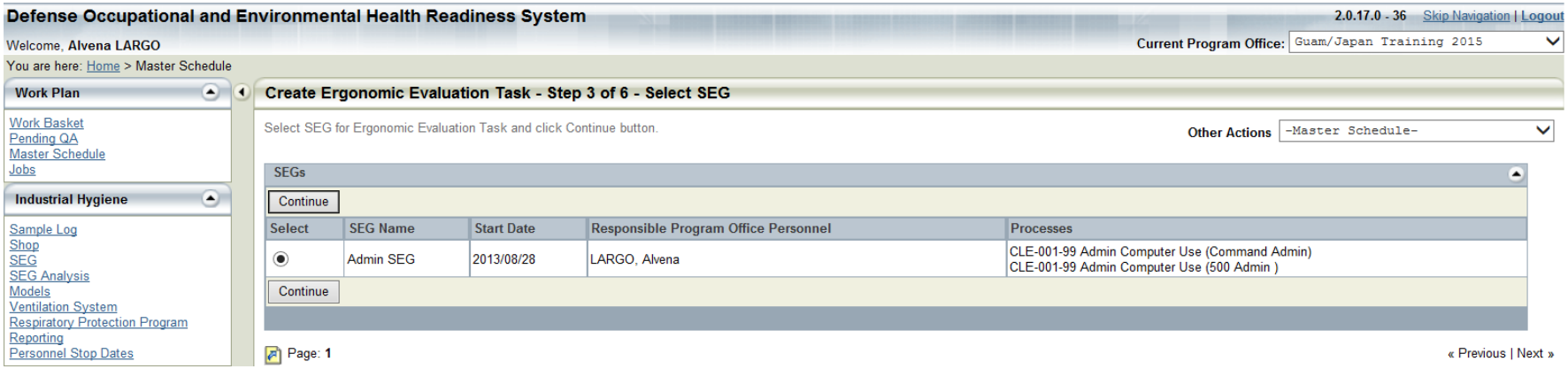
- Click Master Schedule hyperlink on left Navigation Tile.
- Click Add Master Schedule Task.
- Select Ergonomic Evaluation on Task Type drop down. Click Continue.
- Select Ergonomic Evaluation Type: “Ergonomic Evaluation Level I- Administration” or “Ergonomic Evaluation Level I- Industrial” depending on type of evaluation performed.
- Click Continue.



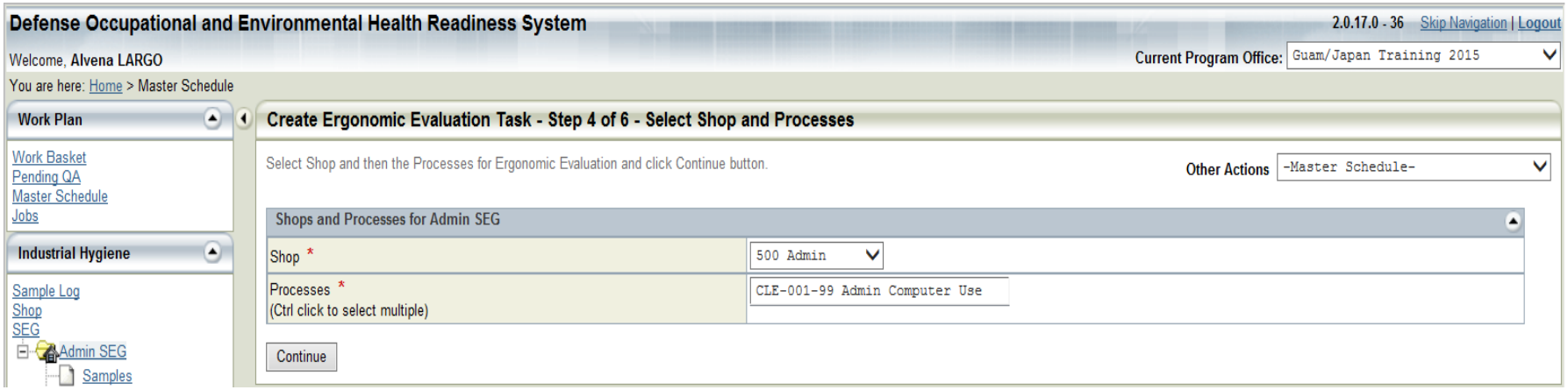


Add Ergonomic Evaluation through Master Schedule (cont.)

- **Select SEG and click Continue.**

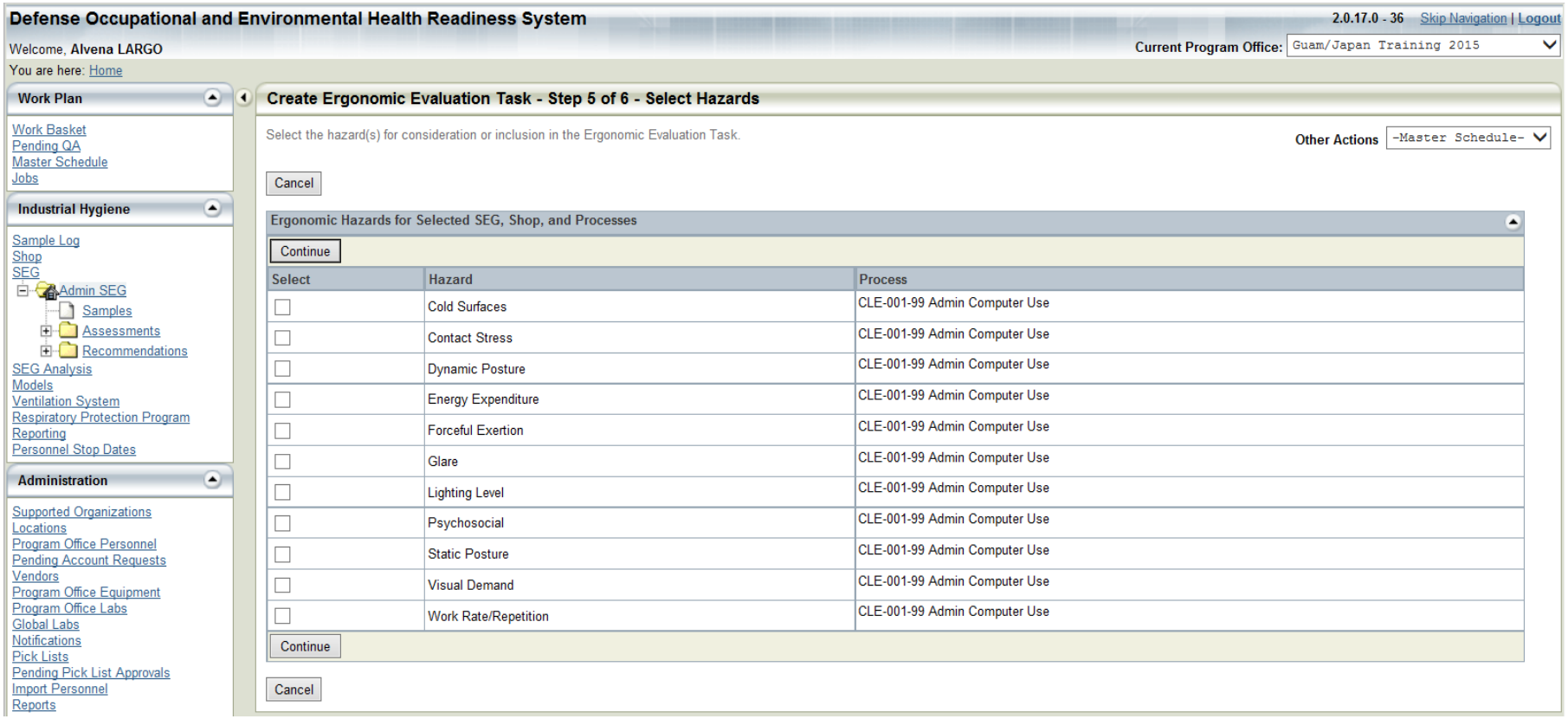


- **Verify Shop and Process ergonomic evaluation will be performed on**
- **Click Continue**



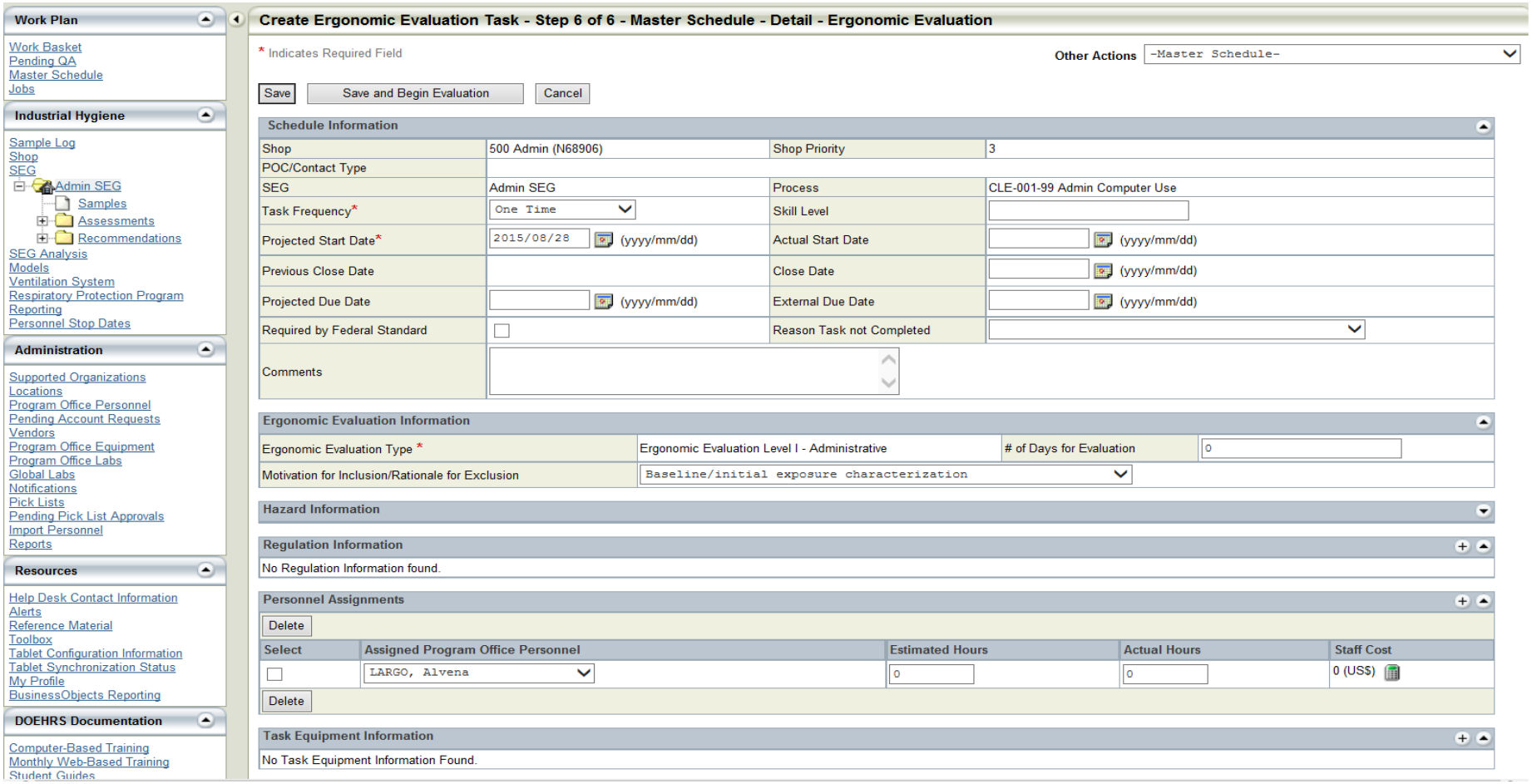
Add Ergonomic Evaluation through Master Schedule (cont.)

- **Choose ergonomic hazard to be evaluated.**
- **Click Continue**



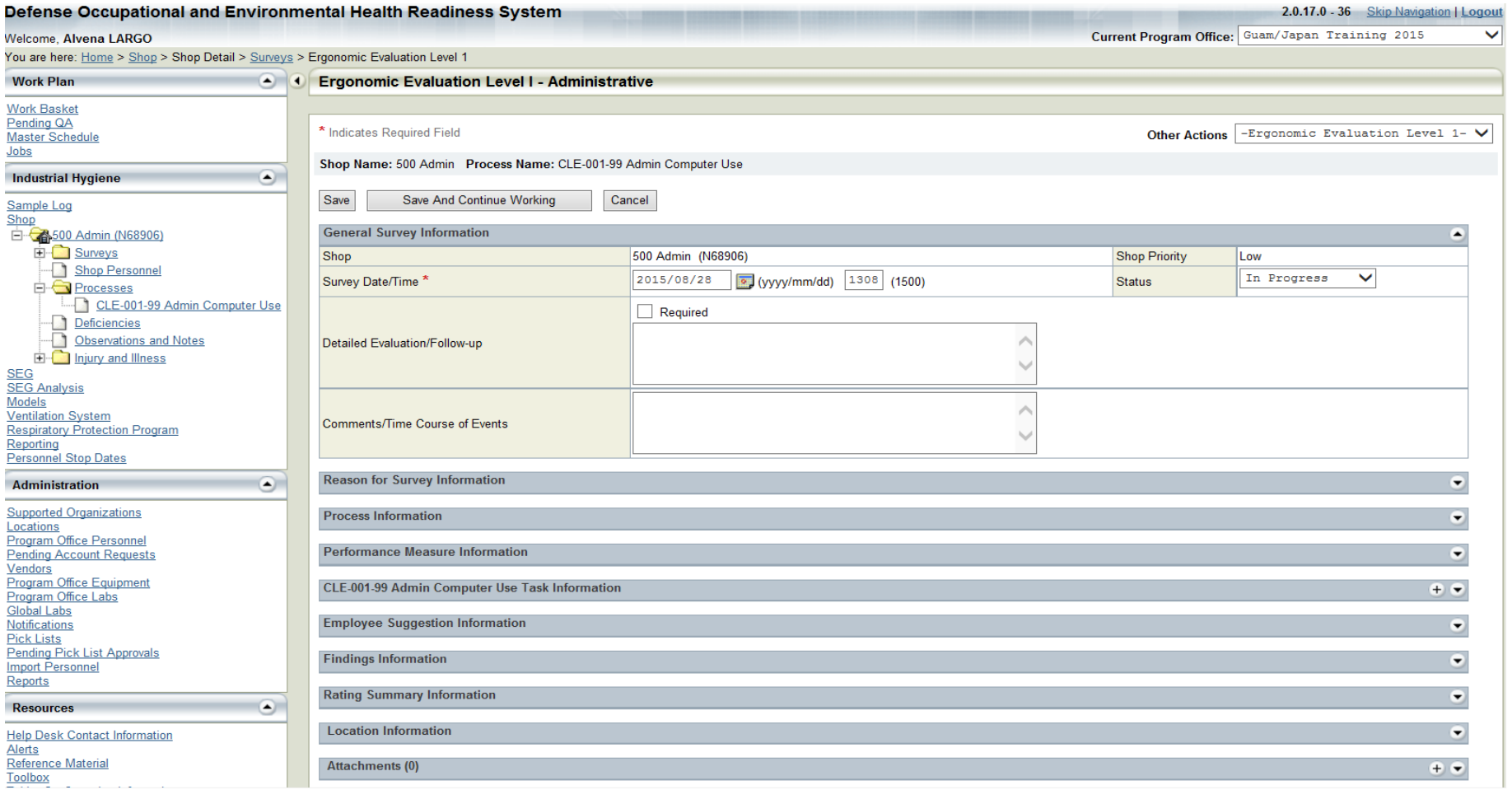
Add Ergonomic Evaluation through Master Schedule (cont.)

- **Verify Master Schedule task information.**
- **Click Save or Save and Begin Evaluation.**



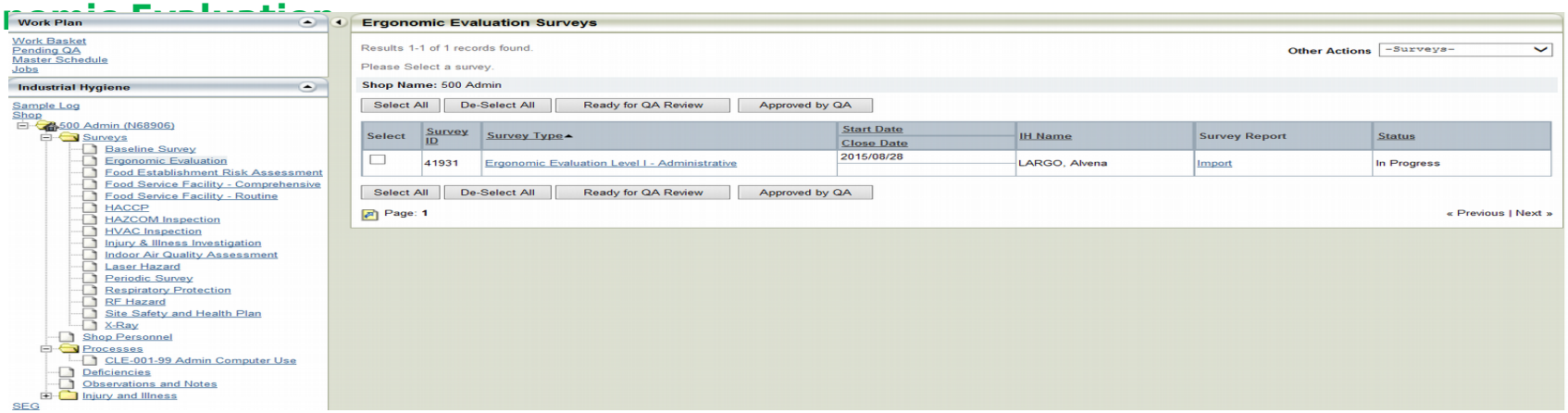
Add Ergonomic Evaluation through Master Schedule (cont.)

- **This will take you directly to the Ergonomic Evaluation.**



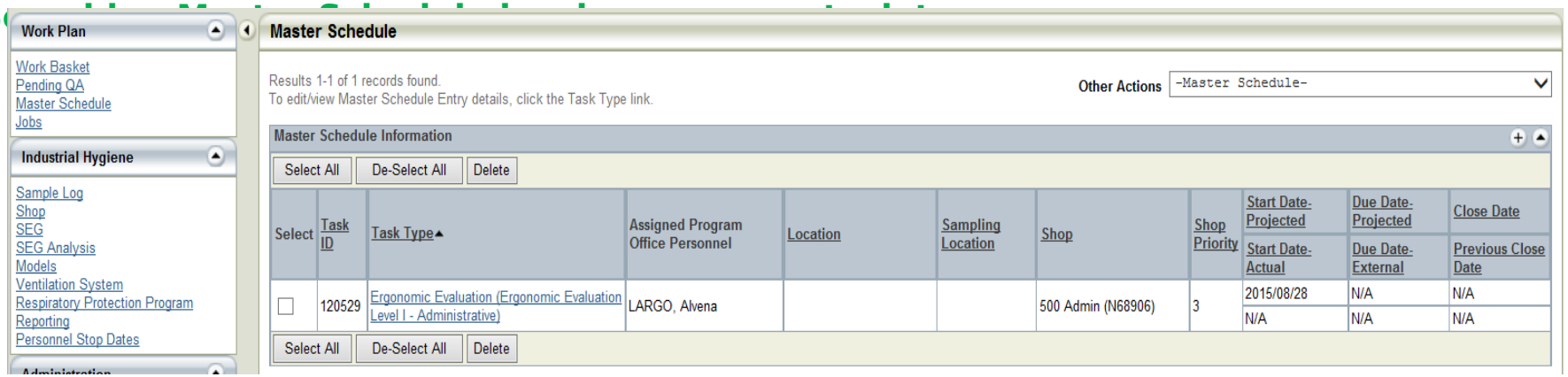
Add Ergonomic Evaluation through Master Schedule (cont.)

If clicked save: You can begin the survey by searching in the Shop -> Surveys -> Ergonomic Evaluation



OR

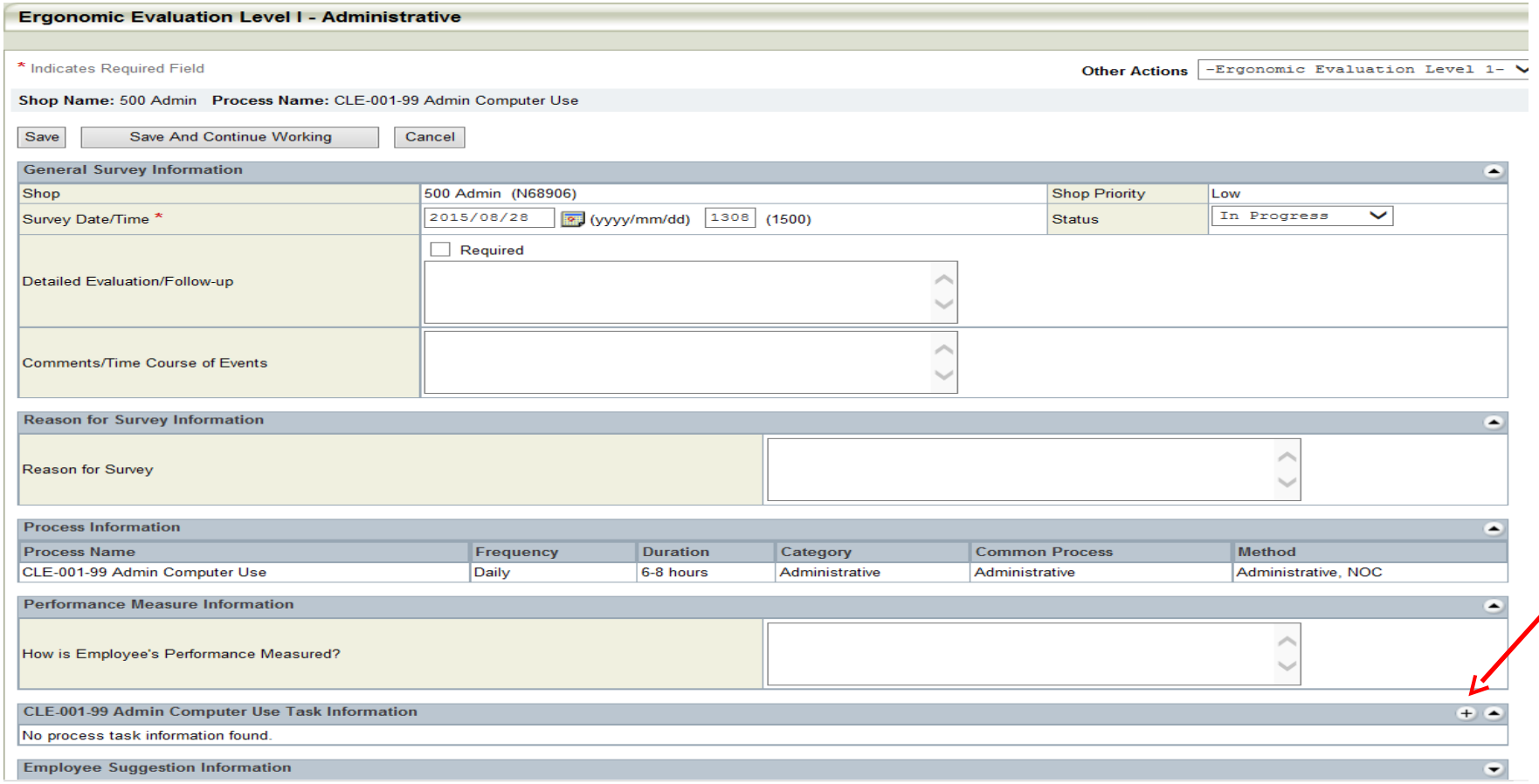
Schedule Master Schedule and search for your shop



Either hyperlink will take you to the ergonomic survey.

Completing Ergonomic Evaluation

- **Ensure survey date/time are correct.**
- **Fill out Reason for Survey and Performance Measure Information comment box.**
- **Click on the add a record plus sign by the process task information heading.**



Ergonomic Evaluation Level I - Administrative

* Indicates Required Field

Other Actions: -Ergonomic Evaluation Level 1-

Shop Name: 500 Admin **Process Name:** CLE-001-99 Admin Computer Use

Save | Save And Continue Working | Cancel

General Survey Information

Shop	500 Admin (N68906)	Shop Priority	Low
Survey Date/Time *	2015/08/28 (yyyy/mm/dd) 1308 (1500)	Status	In Progress
Detailed Evaluation/Follow-up	Required		
Comments/Time Course of Events			

Reason for Survey Information

Reason for Survey	

Process Information

Process Name	Frequency	Duration	Category	Common Process	Method
CLE-001-99 Admin Computer Use	Daily	6-8 hours	Administrative	Administrative	Administrative, NOC

Performance Measure Information

How is Employee's Performance Measured?	

CLE-001-99 Admin Computer Use Task Information

No process task information found.

Employee Suggestion Information

Evaluation (cont.)

- **Complete the task description.**
- **Click save.**

Ergonomic Evaluation Level I - Administrative - Task Description

* Indicates Required Field

Shop Name: 500 Admin **Process Name:** CLE-001-99 Admin Computer Use

Save Cancel

Work Content Information

Task *	Calling- telephone use
Lifting/Exertion Occur in Task	☐
Task Frequency *	○ Low 0-9% ○ Medium 10-50% ○ High 51-100%

Save Cancel

- **Based on selections a new task checklist will be created.**
- **To complete the checklist click "create" button.**

Reason for Survey Information

Reason for Survey	

Process Information

Process Name	Frequency	Duration	Category	Common Process	Method
CLE-001-99 Admin Computer Use	Daily	6-8 hours	Administrative	Administrative	Administrative, NOC

Performance Measure Information

How is Employee's Performance Measured?	

CLE-001-99 Admin Computer Use Task Information

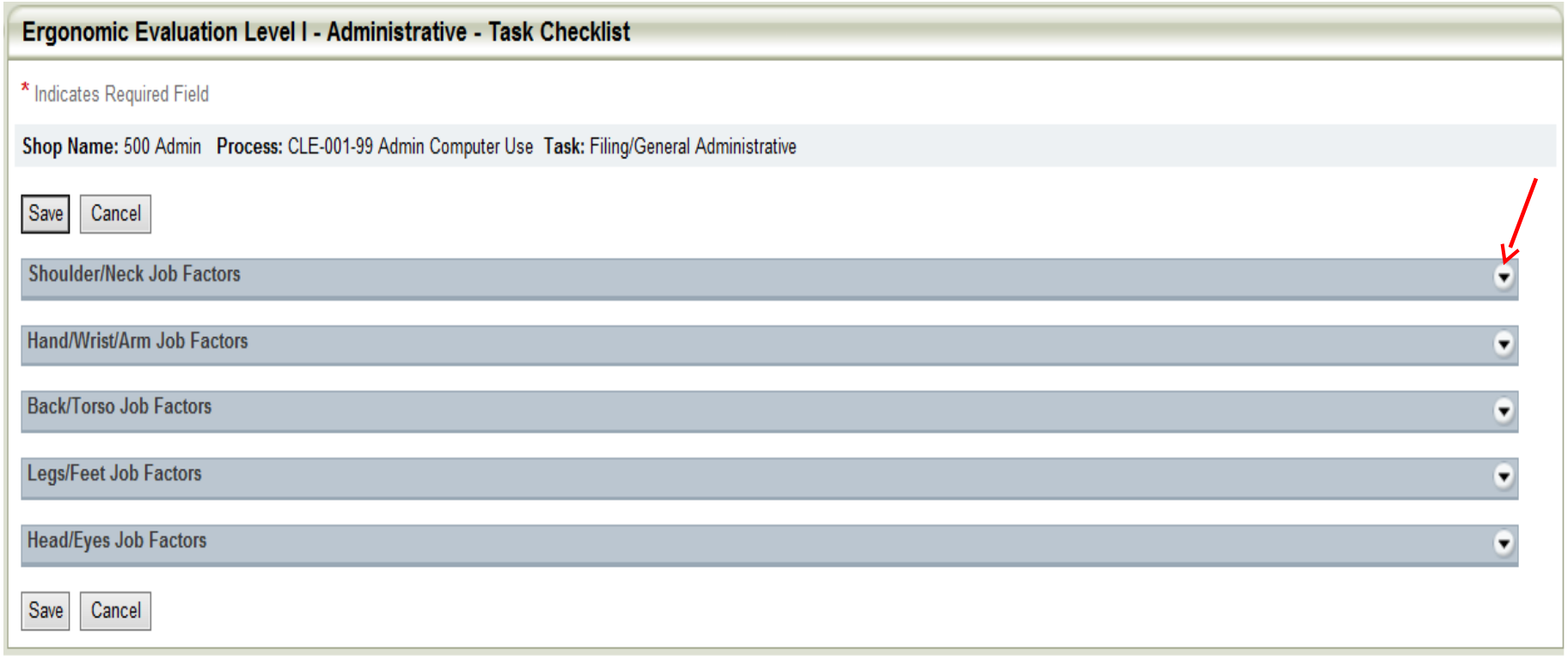
Delete

Select	Task	Lifting/Exertion	Task Frequency	Task Rating	Checklist	Body Region Scores					
						Shoulder/Neck	Hand/Wrist/Arm	Back/Torso	Legs/Feet	Head/Eyes	Highest Score
☐	Filing/General Administrative	No	Medium	Medium	Create						

Delete

Completing Ergonomic Evaluation (cont.)

- **Expand tiles to answer all questions for each blue tile.**
- **Click Save when complete.**



Completing Ergonomic

Shop Name: 500 Admin **Process:** CLE-001-99 Admin Computer Use **Task:** Filing/General Administrative

Save Cancel

Shoulder/Neck Job Factors

Graphic Example	Job Factor (*Must select a frequency for each)	Infrequently/Never 0-9%	Sometimes 10-50%	Frequently 51-100%	Comments
	1.1a - Repeated reaching or arms held away from the body while unsupported below shoulder level (15-90 degrees away from body)	○	○	○	
	- OR -				
	1.1b - Repeated reaching or arms held away from the body while unsupported above shoulder level (>90 degrees away from body)	○	○	○	
	1.2 - Repeated arm forces exceeding 10 lbs. (4.5kg.) (e.g., roughly equivalent to lifting a gallon of milk)	○	○	○	
	1.3 - Holding/carrying materials exceeding 25 lbs. (11.3kg.)	○	○	○	
	1.4 - Head/neck bent, tilted, or twisted (e.g., display too high or too far away)	○	○	○	
	1.5 - Shrugging	○	○	○	
	1.6 - Cradling the telephone	○	○	○	

Hand/Wrist/Arm Job Factors

Back/Torso Job Factors

Legs/Feet Job Factors

Head/Eyes Job Factors

Completing Ergonomic

Ergonomic Evaluation Level I - Administrative - Task Checklist

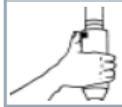
* Indicates Required Field

Shop Name: 500 Admin **Process:** CLE-001-99 Admin Computer Use **Task:** Filing/General Administrative

Save Cancel

Shoulder/Neck Job Factors

Hand/Wrist/Arm Job Factors

Graphic Example	Job Factor (*Must select a frequency for each)	Infrequently/Never 0-9%	Sometimes 10-50%	Frequently 51-100%	Comments
	2.1 - Bent wrists (>10 degrees in any direction)	○	○	○	
	2.2 - Repeated hand, wrist, or arm movements (includes forearm rotation) (e.g., scanning groceries, keying)	○	○	○	
	2.3 - Repeated finger movements (e.g., repetitive computer keying tasks, operating buttons on handheld scanners)	○	○	○	
	2.4 - Hyperextension of thumb/finger. (e.g., using small input devices, using pliers with a wide handle span)	○	○	○	
	2.5 - Hand forces. Fingertip force: > 2 lb. (.9kg.) (e.g., 2 lb. Is roughly equal to holding fingernail clippers closed Full hand force: > 8 lb. (3.6kg.) (e.g., 8 lb. Is roughly equal to holding a 8 lb. Tool or holding a gallon of milk)	○	○	○	
	2.6 - Hard edges (e.g., tool handle or desk presses into fingers, hand or wrist; holding box by cut-out handles or strapping)	○	○	○	

Back/Torso Job Factors

Legs/Feet Job Factors

Head/Eyes Job Factors

Completing Ergonomic

Shop Name: 500 Admin **Process:** CLE-001-99 Admin Computer Use **Task:** Filing/General Administrative

Save Cancel

Shoulder/Neck Job Factors

Hand/Wrist/Arm Job Factors

Back/Torso Job Factors

Graphic Example	Job Factor (*Must select a frequency for each)	Infrequently/Never 0-9%	Sometimes 10-50%	Frequently 51-100%	Comments
	3.1 - Static/Awkward back postures (e.g., leaning forward or to the side >20 degrees) while standing or sitting	○	○	○	
	3.2 - Repeated forward or side-ways bending (>20 degrees) (e.g. lifting from floor level)	○	○	○	
	3.3 - Repeated twisting (e.g., rushing while lifting, pulling, open a stuck door)	○	○	○	
	3.4 - Lifting forces - 50 lbs. (22.7 kg.) if upright w/ load close to body, or - 10 lbs. (4.5 kg.) if lift involves bending or reaching	○	○	○	
	3.5 - High speed or sudden movements (e.g. lifting patients, lifting boxes larger than 30 in. (76.2 cm))	○	○	○	
	3.6 - Pushing/Pulling >50 lbs. (22.7 fk) (e.g., pushing/pulling a full two-drawer file cabinet across a carpeted floor)	○	○	○	
	3.7 - No foot support when seated	○	○	○	

Legs/Feet Job Factors

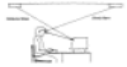
Head/Eyes Job Factors

Completing Ergonomic

Legs/Feet Job Factors

Graphic Example	Job Factor (*Must select a frequency for each)	Infrequently/Never 0-9%	Sometimes 10-50%	Frequently 51-100%	Comments
	4.1 - Standing in a fixed position (especially on hard floor surface)	○	○	○	
	4.2 - Exposure to hard surfaces (e.g., edge of chair presses into back of leg, task requires leaning against the hard edge of a table)	○	○	○	
	4.3 - Awkward leg postures (e.g. kneeling, squatting, crawling)	○	○	○	

Head/Eyes Job Factors

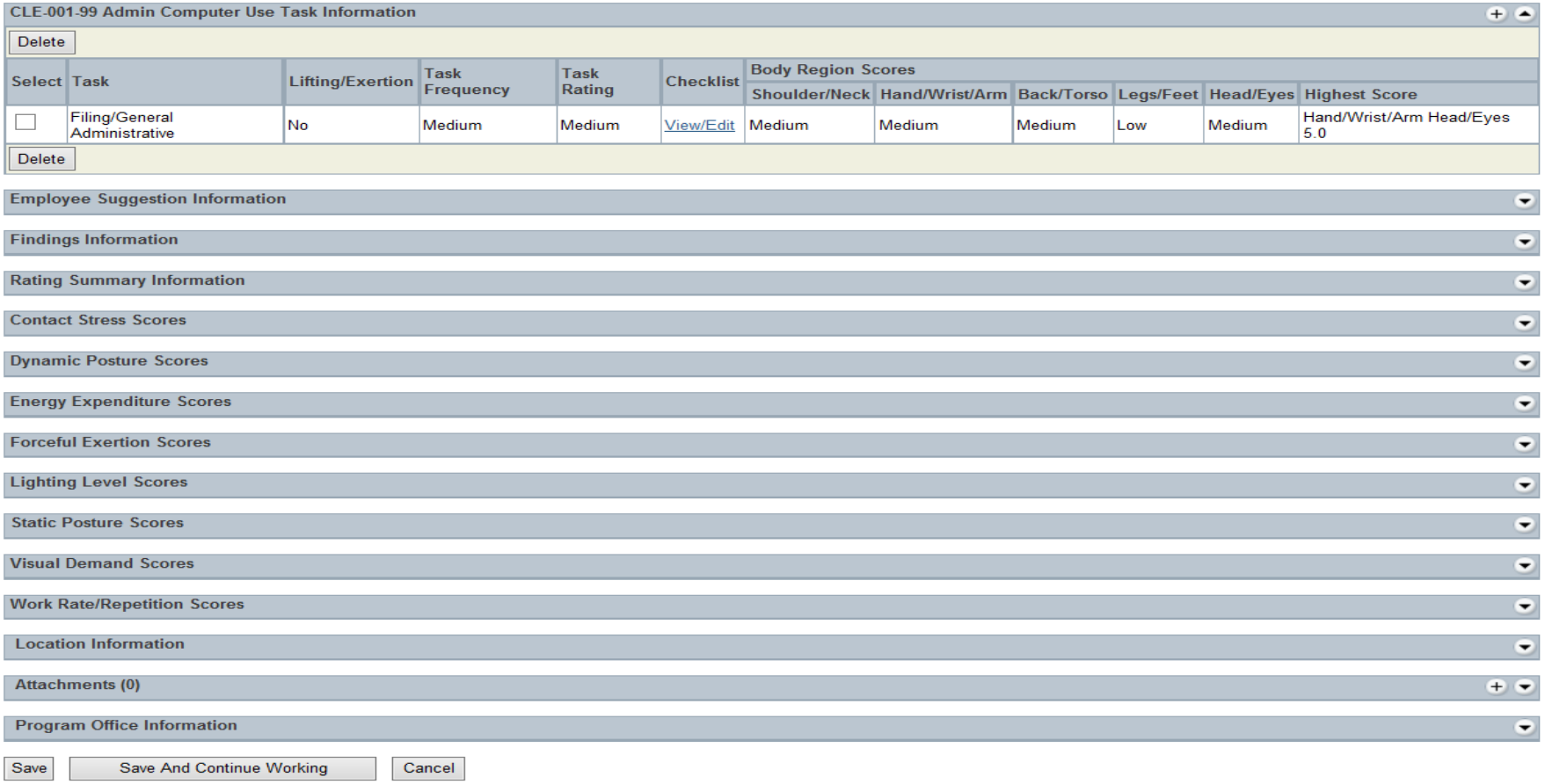
Graphic Example	Job Factor (*Must select a frequency for each)	Infrequently/Never 0-9%	Sometimes 10-50%	Frequently 51-100%	Comments
	5.1 - Light levels too high or too low	○	○	○	
	5.2 - Task is visually demanding (e.g., requires close examination of work piece or computer screen)	○	○	○	
	5.3 - Glare is present on the work surface or computer screen	○	○	○	
	5.4 - Text/computer screen is difficult to read	○	○	○	
	5.5 - Computer screen is too close(<18"" (46 cm)) or too far away (>30"" (76 cm))	○	○	○	

Save Cancel

Click Save when complete

Evaluation (cont.)

- **Body region scores will be populated based off of task checklist questionnaire.**
- **Complete and view the rest of the page.**
- **Click Save**



CLE-001-99 Admin Computer Use Task Information

Delete

Select	Task	Lifting/Exertion	Task Frequency	Task Rating	Checklist	Body Region Scores					
						Shoulder/Neck	Hand/Wrist/Arm	Back/Torso	Legs/Feet	Head/Eyes	Highest Score
☐	Filing/General Administrative	No	Medium	Medium	View/Edit	Medium	Medium	Medium	Low	Medium	Hand/Wrist/Arm Head/Eyes 5.0

Delete

Employee Suggestion Information

Findings Information

Rating Summary Information

Contact Stress Scores

Dynamic Posture Scores

Energy Expenditure Scores

Forceful Exertion Scores

Lighting Level Scores

Static Posture Scores

Visual Demand Scores

Work Rate/Repetition Scores

Location Information

Attachments (0)

Program Office Information

Save | Save And Continue Working | Cancel

Contact Stress Scores

Job Factor	Body Region	CLE-001-99 Admin Computer Use Filing/General Administrative
2.5 - Hand forces. Fingertip force: > 2 lb. (.9kg.) (e.g., 2 lb. Is roughly equal to holding fingernail clippers closed Full hand force: > 8 lb. (3.6kg.) (e.g., 8 lb. Is roughly equal to holding a 8 lb. Tool or holding a gallon of milk)	Hand/Wrist/Arm	1.0
2.6 - Hard edges (e.g., tool handle or desk presses into fingers, hand or wrist; holding box by cut-out handles or strapping)	Hand/Wrist/Arm	1.0
4.1 - Standing in a fixed position (especially on hard floor surface)	Legs/Feet	0.0
4.2 - Exposure to hard surfaces (e.g., edge of chair presses into back of leg, task requires leaning against the hard edge of a table)	Legs/Feet	1.0

Dynamic Posture Scores

Job Factor	Body Region	CLE-001-99 Admin Computer Use Filing/General Administrative
1.1a - Repeated reaching or arms held away from the body while unsupported below shoulder level (15-90 degrees away from body)	Shoulder/Neck	0.0
1.1b - Repeated reaching or arms held away from the body while unsupported above shoulder level (>90 degrees away from body)	Shoulder/Neck	0.0
1.2 - Repeated arm forces exceeding 10 lbs. (4.5kg.) (e.g., roughly equivalent to lifting a gallon of milk)	Shoulder/Neck	1.0
1.3 - Holding/carrying materials exceeding 25 lbs. (11.3kg.)	Shoulder/Neck	0.0
2.2 - Repeated hand, wrist, or arm movements (includes forearm rotation) (e.g., scanning groceries, keying)	Hand/Wrist/Arm	1.0
3.2 - Repeated forward or side-ways bending (>20 degrees) (e.g. lifting from floor level)	Back/Torso	1.0
3.3 - Repeated twisting (e.g., rushing while lifting, pulling, open a stuck door)	Back/Torso	0.0
3.4 - Lifting forces - 50 lbs. (22.7 kg.) if upright w/ load close to body, or - 10 lbs. (4.5 kg.) if lift involves bending or reaching	Back/Torso	0.0
3.5 - High speed or sudden movements (e.g. lifting patients, lifting boxes larger than 30 in. (76.2 cm))	Back/Torso	1.0
3.6 - Pushing/Pulling >50 lbs. (22.7 fk) (e.g., pushing/pulling a full two-drawer file cabinet across a carpeted floor)	Back/Torso	0.0
4.3 - Awkward leg postures (e.g. kneeling, squatting, crawling)	Legs/Feet	0.0

Energy Expenditure Scores

Job Factor	Body Region	CLE-001-99 Admin Computer Use Filing/General Administrative
1.3 - Holding/carrying materials exceeding 25 lbs. (11.3kg.)	Shoulder/Neck	0.0
3.3 - Repeated twisting (e.g., rushing while lifting, pulling, open a stuck door)	Back/Torso	0.0
3.6 - Pushing/Pulling >50 lbs. (22.7 fk) (e.g., pushing/pulling a full two-drawer file cabinet across a carpeted floor)	Back/Torso	0.0

Forceful Exertion Scores

Lighting Level Scores

Static Posture Scores

Forceful Exertion Scores

Job Factor	Body Region	CLE-001-99 Admin Computer Use
		Filing/General Administrative
1.1a - Repeated reaching or arms held away from the body while unsupported below shoulder level (15-90 degrees away from body)	Shoulder/Neck	0.0
1.1b - Repeated reaching or arms held away from the body while unsupported above shoulder level (>90 degrees away from body)	Shoulder/Neck	0.0
1.2 - Repeated arm forces exceeding 10 lbs. (4.5kg.) (e.g., roughly equivalent to lifting a gallon of milk)	Shoulder/Neck	1.0
1.3 - Holding/carrying materials exceeding 25 lbs. (11.3kg.)	Shoulder/Neck	0.0
2.2 - Repeated hand, wrist, or arm movements (includes forearm rotation) (e.g., scanning groceries, keying)	Hand/Wrist/Arm	1.0
2.3 - Repeated finger movements (e.g., repetitive computer keying tasks, operating buttons on handheld scanners)	Hand/Wrist/Arm	1.0
2.4 - Hyperextension of thumb/finger. (e.g., using small input devices, using pliers with a wide handle span)	Hand/Wrist/Arm	0.0
2.5 - Hand forces. Fingertip force: > 2 lb. (.9kg.) (e.g., 2 lb. Is roughly equal to holding fingernail clippers closed Full hand force: > 8 lb. (3.6kg.) (e.g., 8 lb. Is roughly equal to holding a 8 lb. Tool or holding a gallon of milk)	Hand/Wrist/Arm	1.0
3.2 - Repeated forward or side-ways bending (>20 degrees) (e.g. lifting from floor level)	Back/Torso	1.0
3.3 - Repeated twisting (e.g., rushing while lifting, pulling, open a stuck door)	Back/Torso	0.0
3.4 - Lifting forces - 50 lbs. (22.7 kg.) if upright w/ load close to body, or - 10 lbs. (4.5 kg.) if lift involves bending or reaching	Back/Torso	0.0
3.5 - High speed or sudden movements (e.g. lifting patients, lifting boxes larger than 30 in. (76.2 cm))	Back/Torso	1.0
3.6 - Pushing/Pulling >50 lbs. (22.7 fk) (e.g., pushing/pulling a full two-drawer file cabinet across a carpeted floor)	Back/Torso	0.0

Lighting Level Scores

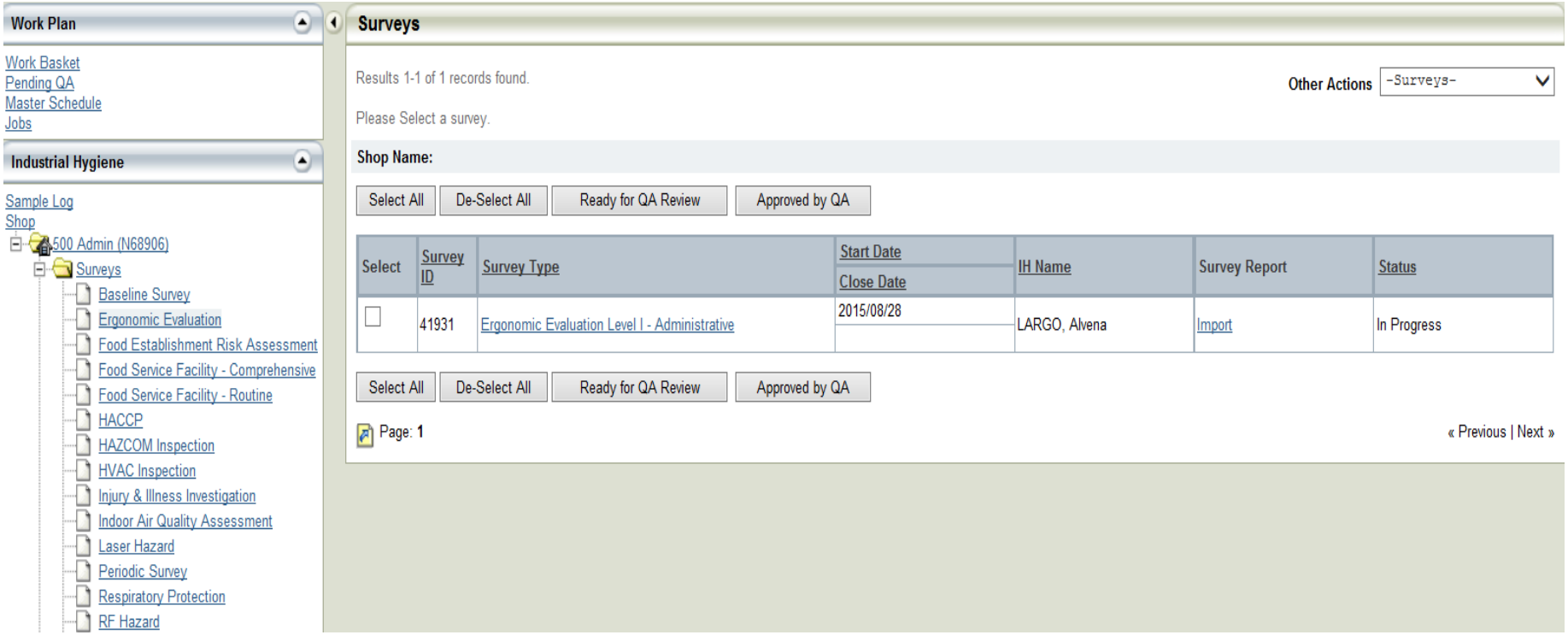
Job Factor	Body Region	CLE-001-99 Admin Computer Use
		Filing/General Administrative
5.1 - Light levels too high or too low	Head/Eyes	1.0
5.3 - Glare is present on the work surface or computer screen	Head/Eyes	1.0
5.4 - Text/computer screen is difficult to read	Head/Eyes	1.0

Static Posture Scores

Job Factor	Body Region	CLE-001-99 Admin Computer Use
		Filing/General Administrative
1.4 - Head/neck bent, tilted, or twisted (e.g., display too high or too far away)	Shoulder/Neck	1.0
1.5 - Shrugging	Shoulder/Neck	1.0
1.6 - Cradling the telephone	Shoulder/Neck	1.0
2.1 - Bent wrists (>10 degrees in any direction)	Hand/Wrist/Arm	1.0
2.4 - Hyperextension of thumb/finger. (e.g., using small input devices, using pliers with a wide handle span)	Hand/Wrist/Arm	0.0
2.5 - Hand forces. Fingertip force: > 2 lb. (.9kg.) (e.g., 2 lb. Is roughly equal to holding fingernail clippers closed Full hand force: > 8 lb. (3.6kg.) (e.g., 8 lb. Is roughly equal to holding a 8 lb. Tool or holding a gallon of milk)	Hand/Wrist/Arm	1.0
3.1 - Static/Awkward back postures (e.g., leaning forward or to the side >20 degrees) while standing or sitting	Back/Torso	1.0
3.7 - No foot support when seated	Back/Torso	1.0

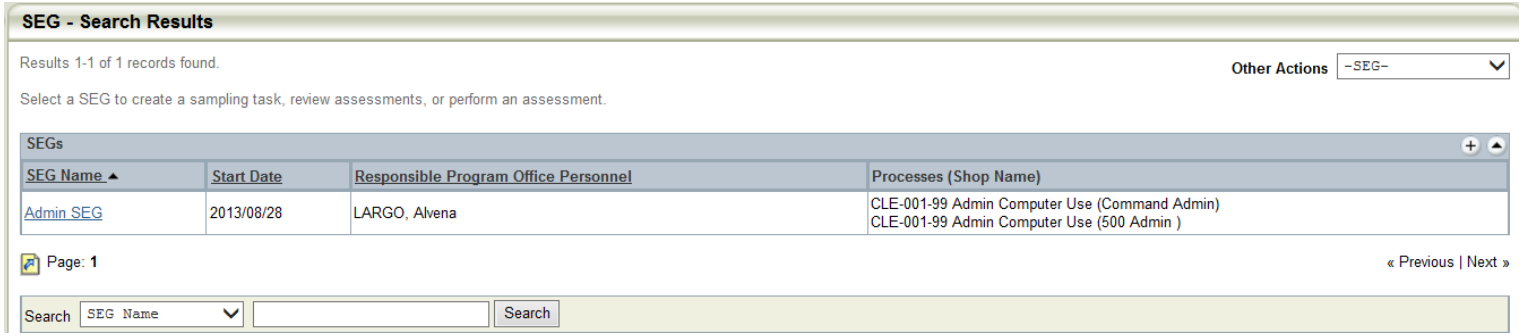
Completing Ergonomic Evaluation (cont.)

- **Complete and view the rest of the page.**
- **Click Save.**

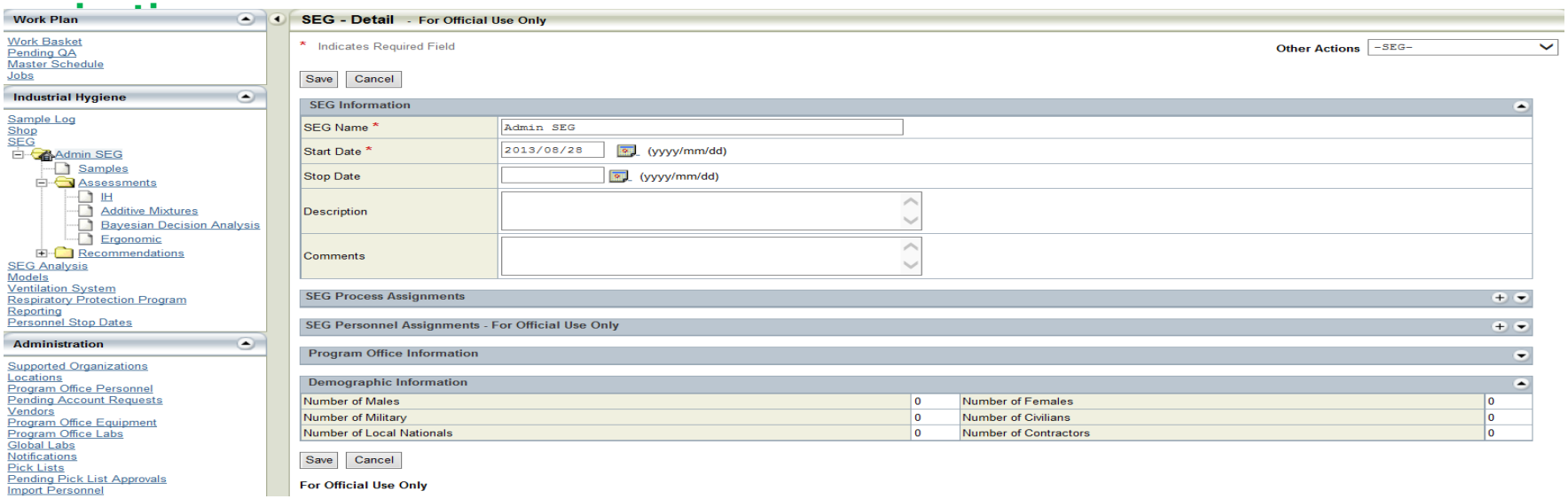


Ergonomic Assessment (SEG Assessment)

- **Search and selected associated SEG**

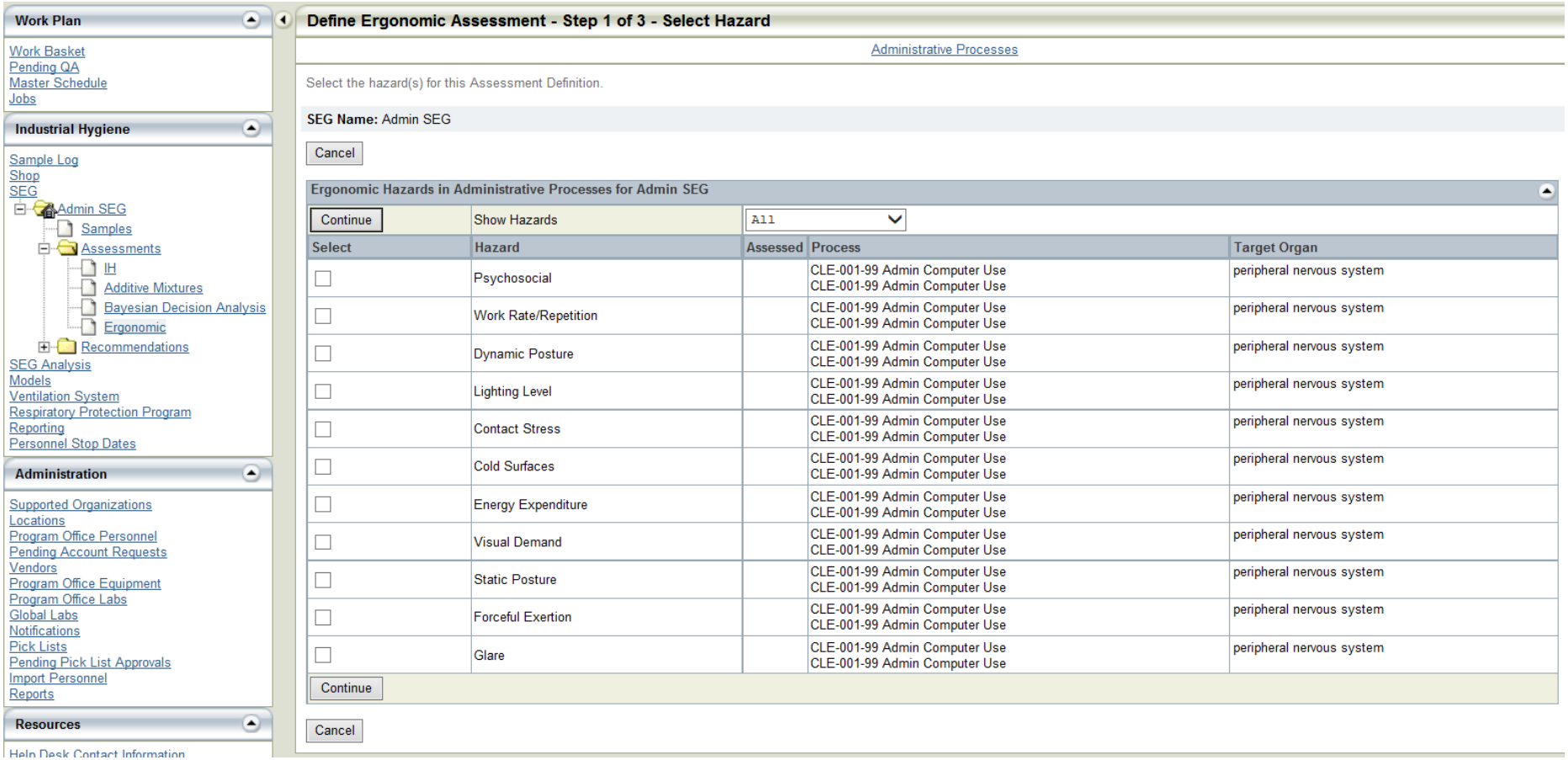


- **Select Ergonomic hyperlink under expanded Assessment folder in left hand**



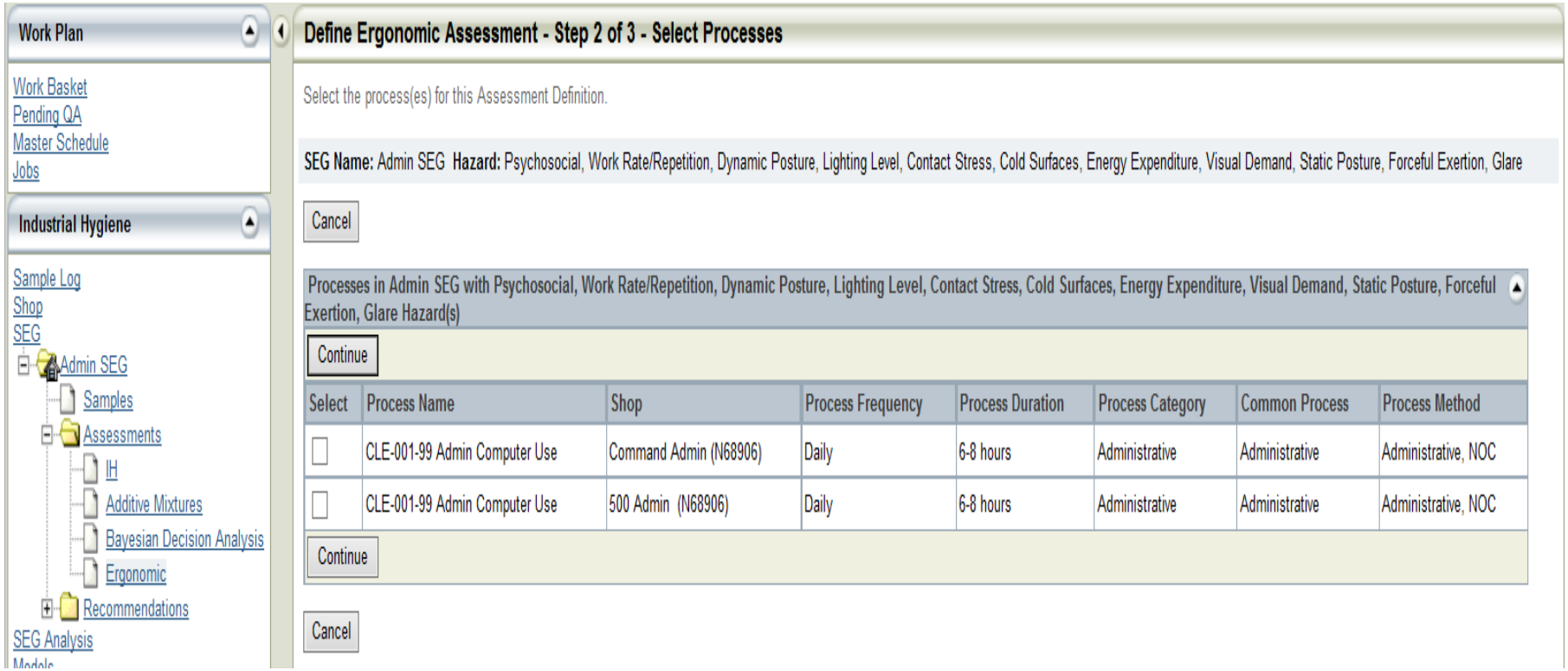
Ergonomic Assessment (SEG Assessment) (cont.)

- **Using “other actions” add assessment definition.**
- **Select hazard(s) and click continue.**



Ergonomic Assessment (SEG Assessment) (cont.)

- **Select processes**
- **Press continue.**



Ergonomic Assessment (SEG Assessment) (cont.)

- **Click Define Assessment.**

Define Ergonomic Assessment - Step 3 of 3 - Select OEL

Select one OEL for each hazard to complete Assessment Definition.

SEG Name: Admin SEG **Hazard:** Psychosocial, Work Rate/Repetition, Dynamic Posture, Lighting Level, Contact Stress, Cold Surfaces, Energy Expenditure, Visual Demand, Static Posture, Forceful Exertion, Glare **Process(es):** CLE-001-99 Admin Computer Use, CLE-001-99 Admin Computer Use

Cancel

Hazard/OEL Information

Define Assessment

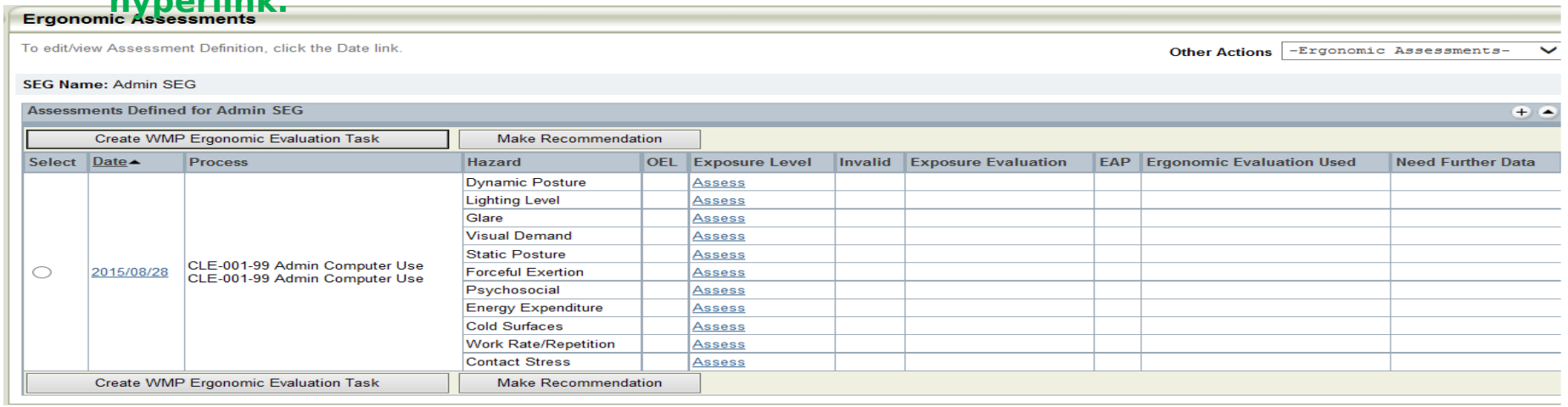
Hazard		
Select	**OEL**	**OEL Value**
Psychosocial		
N/A - No Associated OELs		
Work Rate/Repetition		
N/A - No Associated OELs		
Dynamic Posture		
N/A - No Associated OELs		
Lighting Level		
N/A - No Associated OELs		
Contact Stress		
N/A - No Associated OELs		
Cold Surfaces		
N/A - No Associated OELs		
Energy Expenditure		
N/A - No Associated OELs		
Visual Demand		
N/A - No Associated OELs		
Static Posture		
N/A - No Associated OELs		
Forceful Exertion		
N/A - No Associated OELs		
Glare		
N/A - No Associated OELs		

Define Assessment

Cancel

Ergonomic Assessment (SEG Assessment) (cont.)

- **Choose which hazard to Assess using the "assess" hyperlink.**



Ergonomic Assessments

To edit/view Assessment Definition, click the Date link.

Other Actions: -Ergonomic Assessments-

SEG Name: Admin SEG

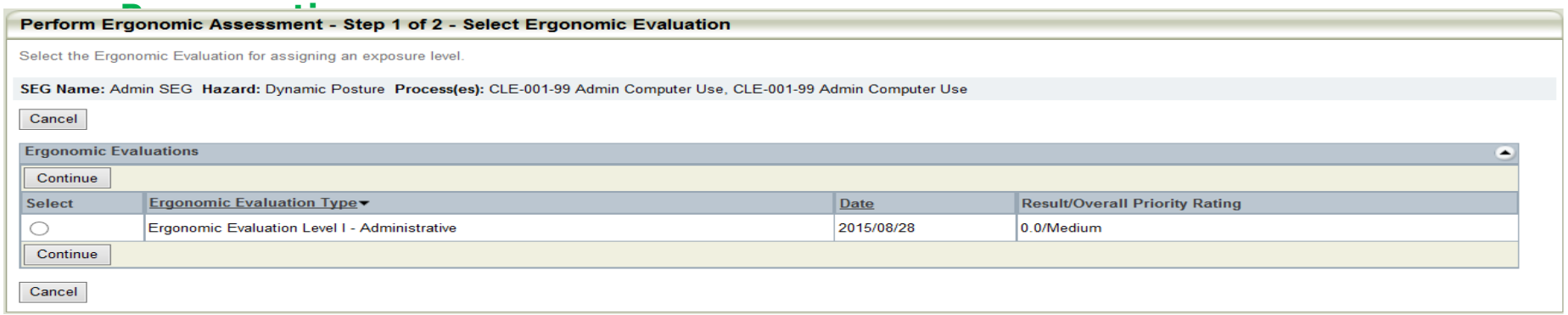
Assessments Defined for Admin SEG

Create WMP Ergonomic Evaluation Task | Make Recommendation

Select	Date	Process	Hazard	OEL	Exposure Level	Invalid	Exposure Evaluation	EAP	Ergonomic Evaluation Used	Need Further Data
○	2015/08/28	CLE-001-99 Admin Computer Use CLE-001-99 Admin Computer Use	Dynamic Posture		Assess					
			Lighting Level		Assess					
			Glare		Assess					
			Visual Demand		Assess					
			Static Posture		Assess					
			Forceful Exertion		Assess					
			Psychosocial		Assess					
			Energy Expenditure		Assess					
			Cold Surfaces		Assess					
			Work Rate/Repetition		Assess					
			Contact Stress		Assess					

Create WMP Ergonomic Evaluation Task | Make Recommendation

- **Select Ergonomic Evaluation to use**



Perform Ergonomic Assessment - Step 1 of 2 - Select Ergonomic Evaluation

Select the Ergonomic Evaluation for assigning an exposure level.

SEG Name: Admin SEG **Hazard:** Dynamic Posture **Process(es):** CLE-001-99 Admin Computer Use, CLE-001-99 Admin Computer Use

Cancel

Ergonomic Evaluations

Continue

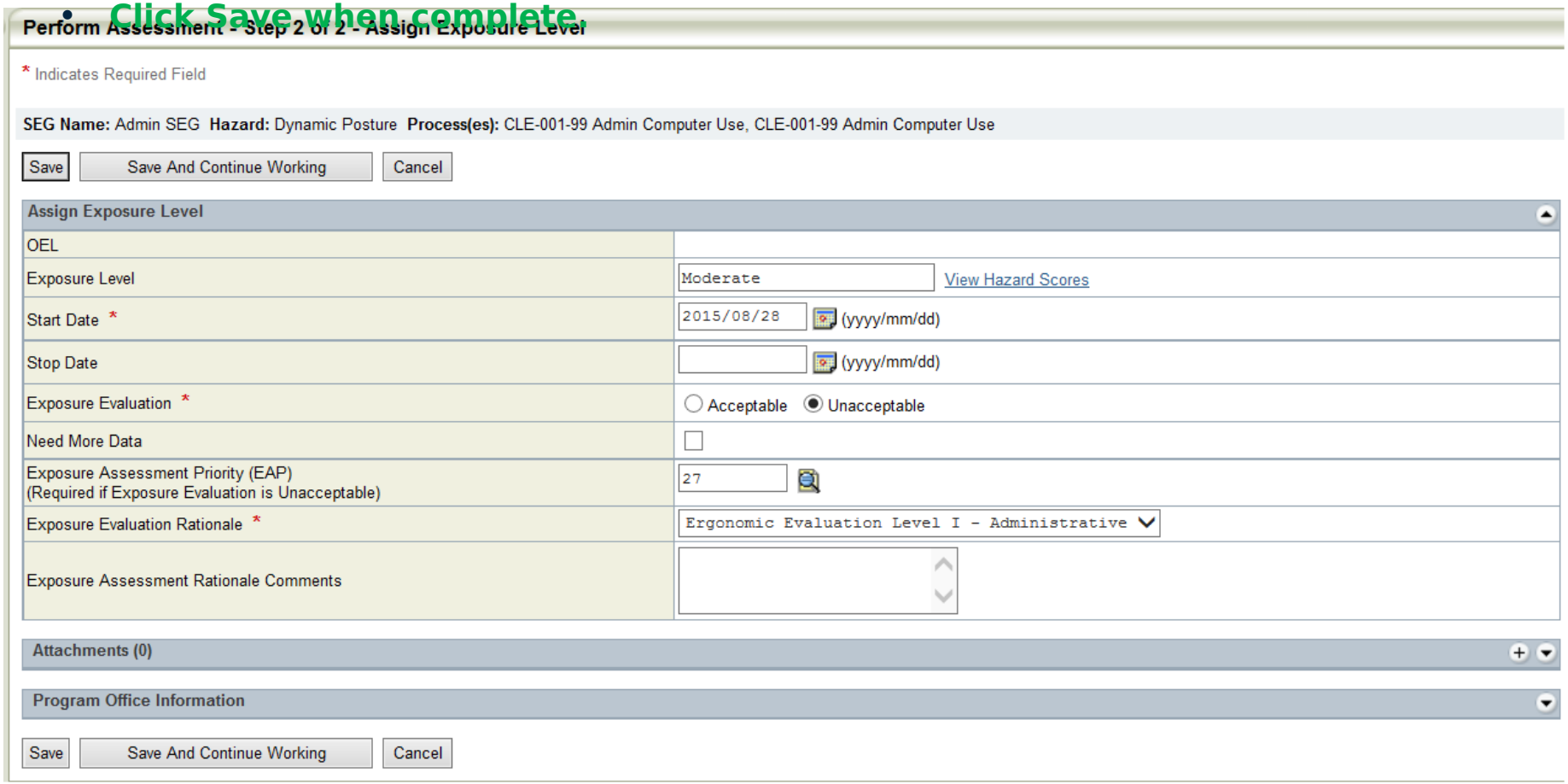
Select	Ergonomic Evaluation Type	Date	Result/Overall Priority Rating
○	Ergonomic Evaluation Level I - Administrative	2015/08/28	0.0/Medium

Continue

Cancel

Ergonomic Assessment (SEG Assessment)

- **Assign Exposure Level for hazard.**
- **Run an EAP if necessary.**
- **Click Save when complete.**



Ergonomic Assessment (SEG Assessment)

- **Complete for additional ergonomic hazards.**